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CONFIRMATION NO. 9143

1. The first step is to identify the problem. This involves understanding the current situation and what needs to be changed.

2. The second step is to set goals. These should be specific, measurable, achievable, relevant, and time-bound (SMART).

3. The third step is to develop a plan. This involves determining the steps needed to achieve the goals and assigning responsibilities.

4. The fourth step is to implement the plan. This involves putting the plan into action and monitoring progress.

5. The fifth step is to evaluate the results. This involves comparing the actual results with the goals and identifying areas for improvement.

6. The sixth step is to communicate the results. This involves sharing the findings with the relevant stakeholders.

7. The seventh step is to review the process. This involves reflecting on the experience and identifying lessons learned.

8. The eighth step is to make adjustments. This involves making changes to the plan or process based on the findings.

9. The ninth step is to repeat the process. This involves continuing to monitor and improve the process over time.

10. The tenth step is to celebrate success. This involves recognizing the achievements and rewarding the team.

Date Mailed: 06/27/2001

Filing Date Granted

The period of reply remains as set forth in the Notice. You may, however, obtain **EXTENSIONS OF TIME** under the provisions of 37 CFR 1.136 (a) accompanied by the appropriate fee (37 CFR 1.17(a)).

A complete reply must be timely filed to prevent ABANDONMENT of the above-identified application.

- Substitute drawings in compliance with 37 CFR 1.84 because:
 - drawings submitted to the Office are not electronically reproducible. Drawing sheets must be submitted on paper which is flexible, strong, white, smooth, non-shiny, and durable (see 37 CFR 1.84(e));

A copy of this notice MUST be returned with the reply.

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Customer Service Center
Initial Patent Examination Division (703) 308-1202

PART 2 - COPY TO BE RETURNED WITH RESPONSE

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